

## Carlisle 2016 Annual Town Meeting Timeline (DRAFT)

RESPONSIBILITY	TASK	START	FINISH
Board of Assessors	Estimate of New Growth		September 15, 2015
Board of Selectmen/Finance Committee	Joint Meeting with Concord		September 24, 2015
Selectmen/Assessors	FY2015 Tax Classification Hearing		November 10, 2015
Board of Assessors	FY2015 Recap submitted to Dept. of Revenue		November 12, 2015
Finance Committee	Preliminary Budget Meetings with Dept. Heads	November 1, 2015	December 21, 2015
Community Preservation Committee	Preliminary Letter/Guidelines/Dates to Departments		December 3, 2015
Board of Selectmen	Open Town Meeting Warrant for Articles		December 22, 2015
Finance Committee	Issue Guidelines to Depts/Boards/Comms		December 22, 2015
Board of Selectmen	Close Warrant for February 9th Special Town Meeting		January 12, 2016
<b>Board of Selectmen/FinCom/LTRC/CPC</b>	<b>Coordination Meeting #1/Preliminary FY16 Budget requests</b>		<b>January 12, 2016</b>
All Boards/Departments/Interested Parties	Deadline for warrant article submission to BoS		February 1, 2016
Board of Selectmen	Special Town Meeting re: Withdrawal from Minuteman Reg. District		February 9, 2016
<b>Board of Selectmen/FinCom/LTRC/CPC/Moderator</b>	<b>Coordination Meeting #2/ Review Proposed ATM warrant/budget/CPC/LTCRC projects</b>		<b>February 23, 2016</b>
Town Counsel	Draft Warrant to Town Counsel		February 29, 2016
Town Clerk	Town Caucus		March 7, 2016
<b>Board of Selectmen/FinCom/LTRC/CPC/Moderator</b>	<b>Coordination Meeting #3/ Finalize ATM warrant/budget</b>		<b>March 22, 2016</b>
Finance Committee	FinCom Finalize Recommendation/Prepare Book		<b>March 22, 2016</b>
Board of Selectmen	Order Articles/Close Warrant		<b>March 22, 2016</b>
Finance Committee	Warrant to Printer		March 25, 2016
Town Counsel	Draft Motions to Town Counsel		April 4, 2016
Board of Selectmen	Mail Warrant to Residents		April 11, 2016
Board of Selectmen	Post Warrant		April 11, 2016
Finance Committee	Finance Committee Hearing		April 25, 2016
Town Moderator	Town Meeting		May 9, 2016
Town Clerk	Town Election		May 17, 2016